

**eSRS Quick Reference
for
Federal Government Prime Contractors**



**Filing a
Summary Subcontract Report (SSR)
For a “Commercial” Subcontracting Plan**

**Quick Reference for Federal Government Prime Contractor’s filing
a Summary Subcontract Report (SSR)
for a “Commercial Subcontracting Plan”**

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Quick Reference for Federal Government Prime Contractor's filing a Summary Subcontract Report (SSR) for a "Commercial Subcontracting Plan"

Introduction: In the past, Federal Government Contractors were required to file their Summary Subcontract Report (SSR) for "Commercial Subcontracting Plans" on the standard paper form (SF) 295. The Presidential Management Initiative mandated the development and implementation of an electronic Subcontracting process. Thus the electronic Subcontracting Reporting System (eSRS) was developed and implemented in October of 2005. Federal Government Contractors are required to submit their Subcontracting accomplishments for Federal Government contracts in eSRS.

eSRS is a web-based Government-wide subcontracting system that allows electronic submission, management (acceptance, revision, rejection), reports and analyses of subcontracting data in a real-time paperless environment. In turn, there is a reduction in errors and processing time, no lost paperwork, and increase in subcontracting.

Quick Reference Objective: To provide guidance to Federal Government **Prime Contractors** submitting **Summary Subcontract Report (SSR) for "Commercial Subcontracting Plans"** in eSRS. This document will provide general information only. To receive information about a specific Federal agency, contact that Federal Agency directly.

Quick Reference for Federal Government Prime Contractor's filing a Summary Subcontract Report (SSR) for a "Commercial Subcontracting Plan"

Quick Reference #1 What is a Summary Subcontract Report (SSR) for a "Commercial Subcontracting Plan"?

The SSR is submitted to the Federal Government by each company that has an approved annual subcontracting plan for commercial items in which they: (a) hold one or more contract(s) over \$550,000 (of \$1,000,000 for construction of public facility); and (b) are required to report subcontracts awarded to Small Business (SB), Small Disadvantaged Business (SDB), Women-Owned Small Business (WOSB), HubZone Small Business (HUBZone SB), Veteran-Owned Small Business (VOSB), Alaskan Native Corporations (ANC), Indian tribes and Service-Disabled Veteran-Owned Small Business (SDVOSB) concerns under a subcontracting plan.

This report also collects subcontract awards for Historically Black Colleges and Universities (HBCUs) and Minority Institutions (MIs), for the Department of Defense (DOD), the National Aeronautics and Space Administration (NASA), and the Coast Guard.

A Commercial Subcontracting Plan as defined in Federal Acquisition Regulation Subpart 19.701:

"Commercial Subcontracting Plan" is a subcontracting plan (including goals) that covers the offeror's fiscal year and that applies to the entire production of commercial items sold by either the entire company or a portion thereof (*e.g.*, division, plant, or product line)."

Example: Gee Pharmaceuticals Company. Gee is a company that provides commercial items (pharmaceuticals) to government and non-governmental customers. Gee's fiscal year is from February until January. Gee produces a company-wide subcontracting plan for products and services needed to resale, manufacture and/or distribute pharmaceuticals during the fiscal year. The products and services that Gee procures are used to produce pharmaceuticals used to fulfill orders for both its government and non-government customers. Gee allocates the overall percent of subcontracting dollars attributable to each customer (government and non-government) based on the products or services the customer purchases. Therefore the percent of Gee's subcontracting to the Federal government in whole or for any agency **should never be 100%**, unless Gee only supplied pharmaceuticals to the Federal government, in which case the product or service would not fit the definition of a "commercial item" as set forth in **FAR 2.101**. If that were the case, the government should not have approved a Commercial Subcontracting Plan for Gee Pharmaceuticals.

Quick Reference #2: How is the SSR data utilized?

This report provides an annual summary of subcontracts awarded by prime contractors for a specific Federal government agency that approved a Commercial Subcontracting Plan. This information is further used for the Small Business Administration's (SBA) Subcontracting Achievement Report prepared for the President and the Congress. The Small Business Administration's (SBA) Subcontracting Achievement Report is run on March 1 of the current fiscal year, for the prior fiscal year's subcontracting accomplishments. Therefore, it is important for all contractors and Federal agencies to ensure the data in the electronic Subcontracting Reporting System (eSRS) is accurately **entered 30 days after the reporting period ends**.

Quick Reference for Federal Government Prime Contractor's filing a Summary Subcontract Report (SSR) for a "Commercial Subcontracting Plan"

Quick Reference #3: What are the eSRS SSR for Commercial Subcontracting Plan" responsibilities of the Contractors?

- Only report actual subcontracting accomplishments, not good faith estimates or goals.
- Submit all SSRs within 30 days of the close of each reporting period.
- The report data is reflective of **the reporting period's** subcontracting accomplishments only.
- Per Federal Acquisition Regulation (FAR) 19.701 the Commercial Subcontracting Plan is based on the contractor's fiscal year. However before reporting your Commercial Subcontracting Plan accomplishments please review your approved subcontracting plan to verify the date you have agreed to submit your report on.
- Reports are required when due, regardless of whether there has been any subcontracting activity since the previous report.
- In eSRS, only one SSR for Commercial Subcontracting Plan is filed regardless of how many Federal agencies you hold a contract with that requires you to report subcontracting accomplishments under your approved Commercial Subcontracting Plan. eSRS allows you to allocate subcontracting accomplishments to each agency within one report by using the "percent (%) attributable field."
- Subcontracting awards shall include both direct and indirect cost as set forth in your approved Commercial Subcontracting Plan.
- This report collects subcontracting data not sales data.
- Subcontract award data reported in this report shall be limited to awards made to your company's immediate subcontractors. Your company shall not report subcontract awards made by your subcontractors, except as authorized in special legislation for ANCs and Indian tribes. For more information on the special legislation for ANC and Indian tribe visit <http://www.arnet.gov/far/facframe.html> and select "FAC 05-019".
- The subcontracting data reported should include subcontracts of all amounts to the degree that your commercial subcontracting plan covered (e.g., division, plant, or product line). The totals in this section represent the total amount of subcontract awards in whole dollars spent for the items under the approved Commercial Subcontracting Plan.
- These totals **do not** represent subcontracting dollars spent **exclusively** on government contracts.
- **Per 13 CFR 121.404 (e) & 121.410 you must have a supporting written size self-certification for every small business you are counting in the small business and socioeconomic section of this report** (for ANCs and Indian Tribes, see the authorized special legislation at <http://www.arnet.gov/far/facframe.html> see **FAC 05-019**) at the time they submit their proposal. If you do not have a written size self-certification, you must count these subcontracts in the large business field. **Per 13 CFR 121.411(a)**, a subcontractor must qualify and self-certify as a small business at the time it submits its offer as a small business subcontractor. **Do not retro actively apply small business subcontracting accomplishments.**
- The contractor **shall validate** that this firm is SBA SDB and HUBZone-certified in the Dynamic SB search at www.ccr.gov, **prior to the award of a contract.** Note that HUBZone is different from some of the State HUB certifications, such as Texas.

Quick Reference #4: What are the eSRS SSR responsibilities of the Government?

Federal agencies are responsible for ensuring that Federal Government Prime contractor makes every attempt to adhere to the approved subcontracting plan, file their reports in a timely manner, and review, accept and/or reject the Prime SSRs in eSRS.

Quick Reference for Federal Government Prime Contractor's filing a Summary Subcontract Report (SSR) for a "Commercial Subcontracting Plan"

Quick Reference #5: What do the terms "Pending", "Accept", "Reopen" and "Reject" represent?

Pending: This report has been submitted and is awaiting review to be "**Accepted or Rejected**" by the Federal Government Agency whom awarded you the contract.

Accept: This report has been reviewed by the Federal Government Agency whom awarded you a contract and they have found no known errors, issues, or concerns and do not require any clarification, information, and/or correction and therefore is "**Accepting**" receipt of this report data.

- Although a report has been "**Accepted**," if upon further review errors, issues, or concerns are found with the report, the Federal Government Agency whom awarded you a contract will "**Reopen or Reject**" the report to obtain clarification, additional information, and/or correction.

Reopen: This report was previously "**Accepted**" by the Federal Government Agency whom awarded you a contract however, upon further review of the report, the Agency found errors, issues, and concerns and requires clarification, additional information, and/or correction. Once the report concerns have been addressed and/or corrected sufficiently the report will be "**Accepted**."

Reject: This report has been reviewed by Federal Government Agency whom awarded you a contract, and they have found errors, issues and concerns. The report requires clarification, additional information, and/or correction. Thus, they will not accept the subcontracting report data at this time. Once the report concerns have been addressed and/or corrected sufficiently, the report will be "**Accepted**."

Example of a "Reject" notification: Your report states that the sales attributable to this agency is \$23,000. The SSR report doesn't collect sales data. Please resubmit the report using your subcontract award data.

Additional "Reopen and Reject" information:

- An explanation explaining why your report was "**Rejected or Reopened**" will be sent to the e-mail address of the person submitting the report.
- The "**Rejected or Reopened**" report will appear in the "**Alerts**" box of the report submitter.
- Click on the link within the "**Alerts**" box to view the report.
- Resolve the issue brought forth by the Federal Government Agency and resubmit the report.

Quick Reference # 6: Things to exclude from the SSR for the "Commercial Subcontracting Plan":

- Subcontracts performed outside the U.S. or its outlying areas. **NOTE:** The State Department and the Agency for International Development **requires** subcontracting plans for contracts awarded domestically but performed overseas. For additional information, contact the agency directly.
- Purchases from a corporation, company, or subdivision that is an affiliate of the prime/subcontractor.

Quick Reference for Federal Government Prime Contractor's filing a Summary Subcontract Report (SSR) for a "Commercial Subcontracting Plan"

Quick Reference #7: How to access eSRS:

- Go to www.esrs.gov
- Click on "Contractors"
- Click on "Register" tab
- Complete the registration
- Your user ID and password will be e-mailed to you confirming your registration.
- To validate and activate your registration, click on the link within the e-mail.


Quick Reference #8: How to enter a SSR for "Commercial Subcontracting Plan"

- Go to www.esrs.gov
- Click on "Contractor"
- Login to eSRS using your user ID and Password



- At the main screen click on
- Follow the steps in Quick Reference #10

Quick Reference #9: How to view an existing SSR for "Commercial Subcontracting Plan submitted by your company:

- At the top of eSRS home page, click on "File/Review Report";
- Select **SSR** from the drop-down menu;
- At the top of the next screen, choose the report "Status" (pending, accepted, rejected, reopened, and revised) you wish to review;
- Proceed to "Plan Type" (also at the top of the screen) and select "Commercial";
- You may enter any portion of the Federal Government Agency's name you submitted the report to in "Keyword" to narrow your search;
- Click on "Apply Search."
- This will display a list of existing SSRs for "Commercial Subcontracting Plan" in your work list based on your status preference.
- To select and view a report click on the following icon: 

Quick Reference #10: Understanding the SSR data fields for a "Commercial Subcontracting Plan"

Screen 1: Summary Subcontract Report

Summary Subcontract Reports

Please Note: the eSRS contains a number of new fields that did not exist on the paper forms. Although the eSRS will allow you to save a partially completed report, you will save time if you have the following information available when you enter your report data:

- Product and Service Codes
- NAICS
- E-mail address of Federal Government Agency responsible for reviewing your report
- Approved Small Business Commercial Subcontracting Plan

Quick Reference for Federal Government Prime Contractor's filing a Summary Subcontract Report (SSR) for a "Commercial Subcontracting Plan"

Quick Reference #10: Understanding the SSR data fields for a "Commercial Subcontracting Plan" (continued)

Screen 1: Summary Subcontract Report (continued)

Copy Report Feature: The "Copy Report" feature can only be used if you have previously entered a report in eSRS. If you are not using the "Copy Report" feature, click "Continue".

- This feature will pull general information from a previous report into the new report you are submitting:
- Select the report you would like from the drop down menu.
- Click "Continue." The report screen will be displayed partially filled out.

Screen 2: Summary Subcontract Report

Type of Plan: Select "Commercial"

- If you have a Federal Government approved "Commercial Subcontracting Plan" select "Commercial". If you are unsure of which report to file, review your subcontracting plan or contact your Contracting Officer.

DUNS#: Enter your DUNS#

- DUNS # is a nine-digit unique identification number issued by Dun & Bradstreet to identify a contractor's specific establishment's exact name and address.
- If you click on "Auto Fill your Company's info from DUNS", your information will be automatically pre-populated from information in the CCR database. Verify that the information that is "Auto Filled" by the DUNS# is accurate. If it is not accurate contact the Central Contractor Registration Assistance Center at 1-888-227-2423
- If you choose not to use the "auto fill" function, you may manually enter your company's information were appropriate below.

Corporation, Company or Subdivision Covered: This field indicates the Corporation, Company or Subdivision that is associated with the DUNS number for this contract. The Corporation, Company or Subdivision's address is pre-filled, based on the DUNS number entered. If this information is incorrect, it should be noted in the "Remarks" field of this report and the Contracting Officer should be notified.

Date Submitted: This date represents the date that you are submitting your report

- Click on "Select" to view a calendar.
- Click on the month and day you are submitting the report.

Contact Information: This is the name and contact information for the individual that can be contacted in the event that the agency has questions regarding this report. The system will automatically populate the Contractor's contact name based on registration information. **You must enter your telephone number and email address.**

Quick Reference for Federal Government Prime Contractor's filing a Summary Subcontract Report (SSR) for a "Commercial Subcontracting Plan"

Quick Reference #10: Understanding the SSR Commercial Subcontracting Plan data fields (continued)

Screen 2: Summary Subcontract Report (continued)

Reporting Period: Per Federal Acquisition Regulation (FAR) 19.701 the Commercial Subcontracting Plans is based on the contractor's fiscal year. This shall reflect a **12 month reporting period. However, review your approved subcontracting plan to verify the 12 month reporting period you agreed to report on.**

Report Submitted As: Select the appropriate contractor type in which you are submitting this report.

- **Prime Contractor:** Select "Prime Contractor" if the entity submitting this report has only subcontracting plans under prime contracts with the federal government.
- **Companies that have Commercial Subcontracting Plans for subcontracts only are not required to file an SSR for "Commercial Subcontracting Plans".**

Contractors Major Product or Service Lines:

- Enter the two major products and/or services, and the NAICS codes for the product/services lines under the approved Commercial Subcontracting Plan that the contractor provides to the agency for which this report is being submitted to. This NAICS codes is different from GSA's "Special Item Number (SIN)".

The following information is needed to complete the "Cumulative Fiscal Year Subcontract Award" section of this report.

- **Contractors' size and economic status** (e.g. women, veteran, etc.)
- **Total Subcontracting:** This represents the total direct and indirect *cost* associated with the product or service under the approved "Commercial Subcontracting Plan" it includes the following subcontract costs:
 - **Product and/or Service Subcontract Awards (PSC):** This is a **direct cost** (raw material, service hours, products purchased at wholesale) associated with your inventory (product and services) purchased from vendors, merchandisers, and suppliers, etc. for the purpose of being sold or manufacturing a product or service to be sold.
 - **Other Direct Subcontract Awards (ODSA):** This is all other direct cost (i.e. rented machinery to move product) related to your inventory (products and services) under the approved "Commercial Subcontracting Plan". (i.e. if the Commercial Subcontracting Plan is for a specific product line only include the direct cost for that specific product line.
 - **Indirect Subcontract Awards (ISA):** Indirect cost (i.e. general administration) related to your inventory (products and services) under the approved "Commercial Subcontracting Plan" (i.e. if the Commercial Subcontracting Plan is for a division, only include the indirect cost for that division)

Quick Reference for Federal Government Prime Contractor's filing a Summary Subcontract Report (SSR) for a "Commercial Subcontracting Plan"

The following information is needed to complete the "Cumulative Fiscal Year Subcontract Award" section of this report. (continued)

- **Product or Service Available Units for Sale (PSS):** This is the total amount of inventory (product or service) available to sale derived from the cost above. For companies unable to measure the number of units available for sale, use the number of units sold.
- **Product and Services Units purchased by each Government Agency (PSGA):** This is the amount of product and /or service procured per each Federal Government Agency.

How to Calculate the Percentage (%) Attributable to each Federal Government Agency:

- Divide the PSS by the PSGA, this will give you the percentage of subcontracting attributable to a specific government agency.

Quick Reference #10: Understanding the SSR Commercial Subcontracting Plan data fields (continued)

Screen 3: Section 2 Cumulative Fiscal Year Subcontract Award

	Whole Dollars	Percent
1a. SMALL BUSINESS CONCERNS	<input type="text"/> *	<input type="text"/>
1b. LARGE BUSINESS CONCERNS	<input type="text"/> *	<input type="text"/>
1c. TOTAL	<input type="text"/>	100

Small Business (SB) Concerns: Enter the subcontracting accomplishments awarded to small business in whole dollars for each perspective column (including SBs that are also SDB, WOSB, HUBZone, VOSB, and/or SDVOSB). Also in this section include subcontracts awarded to ANC's and Indian tribes that are not small businesses and that are not certified by the SBA as SDBs only **if you have been designated by the ANC or Indian tribe to receive their SB and SDB credit**. When your company has been designated by an ANC or Indian tribe to receive SB and SDB credit for a subcontract awarded to the ANC or Indian tribe, report only the portion of the total amount of the subcontract that has been designated to your company.

Large Business (LB) Concerns: Enter the subcontracting accomplishments awarded to large business in whole dollars for each perspective column. Report all subcontracts to large businesses or entities that are "other than small" such as non-profits, educational institutions, etc. **Do not include subcontracts awarded to or designated by a ANC's and Indian tribes that have been reported in the "Small Business Concern" field above.**

Total: This field represents the combined total of SB and LB subcontracts. This total will become the denominator for all of the **"Percentage of Total Subcontract Awards"** shown on this report.

Quick Reference for Federal Government Prime Contractor’s filing a Summary Subcontract Report (SSR) for a “Commercial Subcontracting Plan”

Quick Reference #10: Understanding the SSR Commercial Subcontracting Plan data fields (continued)

Screen 3: Section 2 Cumulative Fiscal Year Subcontract Award

Socioeconomic Categories: Each of these items is a subcategory of “Small Business Concerns” and may not add to match the total in “Small Business Concern” due to the following. In some cases the same dollars may be reported in more than one block (i.e., a \$10,000 subcontract to a small business owned by a woman that is certified by SBA as an SDB should be entered on three rows: \$10,000 under “Small Business,” \$10,000 “Small Disadvantaged Business,” and \$10,000 “Women-Owned Small Business.”) but be sure the dollars are counted in the “Small Business Concern” field, only once and not three times (not \$30,000). **Percentages** will be calculated automatically.

	Whole Dollars	Percent
2. SMALL DISADVANTAGED BUSINESS (SDB) CONCERNS	<input type="text"/> *	<input type="text"/>
3. WOMEN-OWNED SMALL BUSINESS (WOSB) CONCERNS	<input type="text"/> *	<input type="text"/>
4. HISTORICALLY BLACK COLLEGES AND UNIVERSITIES (HBCU) AND MINORITY INSTITUTIONS (MI)	<input type="text"/> *	<input type="text"/>
5. HUBZone SMALL BUSINESS (HUBZone SB) CONCERNS	<input type="text"/> *	<input type="text"/>

SDB Concerns: Report all subcontracts awarded to SBA certified SDBs (including SDBs that are also WOSB, HUBZone, VOSB, and SDVOSB). Also include subcontracts awarded to ANC and Indian Tribes that have not been certified by SBA as SDBs **AND** where you have been designated to receive all, or a portion of, their SDB credit, **report only the portion of the total amount of the subcontract that has been designated to your company.**

WOSB Concerns: Report all subcontracts awarded to Women-Owned Small Businesses.

HBCU/MIs: (For contracts with DoD, NASA, and Coast Guard): Report all subcontracts with HBCU/MI

HUBZone Small Business Concerns: Report all subcontracts awarded to HUBZone Small Business Concerns (including HUBZones that are also SDB, WOSB, VOSB, and SDVOSB). **Note** that HUBZone is different from some of the State HUB certifications, such as Texas.

Quick Reference for Federal Government Prime Contractor's filing a Summary Subcontract Report (SSR) for a "Commercial Subcontracting Plan"

Quick Reference #10: Understanding the SSR Commercial Subcontracting Plan data fields (continued)

Screen 3: Section 2 Cumulative Fiscal Year Subcontract Award (continued)

6. VETERAN-OWNED SMALL BUSINESS CONCERNS	<input style="border: 1px solid black;" type="text"/> *	<input style="border: 1px solid black;" type="text"/>
7. SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS CONCERNS	<input style="border: 1px solid black;" type="text"/> *	<input style="border: 1px solid black;" type="text"/>

VOSB Concerns: Report all subcontracts awarded to VOSBs including (VOSBs that are also SDBs, WOSBs and HUBZones). Any company that is counted as SDVOSB should also be counted in this row as veteran-owned.

SDVOSB Concerns: Report all subcontracts awarded to service-disabled veteran-owned SB concerns (including those that are also SDBs, WOSBs, and HUBZones).

ANCs & Indian Tribes that have not been certified by SBA as SDB : Report all subcontracts awarded to ANCs and Indian Tribes that are reported in the "SDB" section of this report but have not been certified by SBA as "SDBs".

ANCs & Indian Tribes that are not SBs: Report all subcontracts awarded to ANCs and Indian Tribes that are reported in the "SB" section of this report but are not small businesses.

Specify agency (s) to which you are submitting this report and percentages of dollars attributable to the agency (s)*: The percentage entered here represents the percentage of subcontracting attributable to each federal government agency. **NOTE:** The company's subcontracting dollars are allocated amongst all products and/or services that are under the approved **"Commercial Subcontracting Plan."** When a product or service is purchased, the subcontracting dollars that were allocated to that product are now transferred/credited to the purchasing agency(s).

For an example on how to calculate the percentage (%) attributable read the example below using the formula on page 11 of this guide.

Agency*	Percentage*	Approver
<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="display: flex; align-items: center; justify-content: space-between; padding: 5px;"> <div style="border: 1px solid black; padding: 2px;"> <div style="border: 1px solid black; width: 100%; height: 15px;"></div> <div style="text-align: right; padding: 2px;">▼</div> </div> <div style="border: 1px solid black; padding: 2px;"> <div style="border: 1px solid black; width: 100%; height: 15px;"></div> </div> <div style="border: 1px solid black; padding: 2px;"> <div style="border: 1px solid black; width: 100%; height: 15px;"></div> </div> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px; text-align: center;">Add Item</div>	<div style="border: 1px solid black; width: 100%; height: 20px;"></div> <div style="text-align: right; padding-right: 5px;">%</div>	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>

Quick Reference for Federal Government Prime Contractor's filing a Summary Subcontract Report (SSR) for a "Commercial Subcontracting Plan"

Quick Reference #10: Understanding the SSR Commercial Subcontracting Plan data fields (continued)

Screen 3: Section 2 Cumulative Fiscal Year Subcontract Award (continued)


Specify agency (s) to which you are submitting this report and percentages of dollars attributable to the agency (s)*: (continued)

Example: Bersey spent \$400,000 in subcontracting to produce 10,000 lbs of chocolate bars during the fiscal reporting period. GSA purchased 400 lbs of chocolate bars during the fiscal reporting period. Therefore, GSA's business reflects 4% (10,000lbs / 400lbs) of the subcontracting costs reflected in the small business and socioeconomic categories. Therefore, GSA's percentage attributable is 4%.

Best Airline has a companywide approved "Commercial Subcontracting Plan". They spent \$1,000,000.00 in subcontracting and they have 600,000 seats available for sale in the Northeast market. DoD passengers during the fiscal reporting period were responsible for using 50,000 of those seats. Other nongovernmental passengers during this reporting period occupied 550,000 seats. Therefore, the total seats sold were 600,000. DoD's percentage attributable to the subcontracting dollars is 8.3% (600,000/50,000).

To enter the "Percentage Attributable":

- Click on the drop-down menu and select the Federal Government Agency you would like to attribute a percentage of your subcontracting.
- Enter the "% attributable to each agency". (The dollar amounts will be calculated automatically for each agency and entered in the appropriate field above)
- You may not enter 100% attributable in total or to any particular government agency. (i.e. GSA75% + NASA 15% + DoD 10% would exceed 100%).
- To enter a "% attributable" for more than one agency, click **"Add Item."**

Approver: Click on  for the agency responsible for accepting and rejecting this report. The approver is the agency with the longest contract period of performance per the FAR 19.704(d). Although only one Federal Government Agency can be selected as the "Approver" you must enter the e-mail address of the other agencies listed in this field, in the final field of this report, this will inform them that the report has been submitted. If any of the agencies listed in this section of the report has objections to the report, the approving agency will reject the report and inform you of the concern on the other agencies behalf. If you are not aware what Federal Government Agency is your approver, contact your Contracting Officer.

Remarks: If you entered (0) zero percent in the small business section, enter an explanation as to why. If you failed to meet the dollar or percentage goals in your approved subcontracting plan, use this section to explain the reason for any shortfalls and the future plan of action. You may also enter explanations and/or comments you think will be helpful to the Government official who reviews this report. The following is an example of **inappropriate** remark:

- "These are Good faith estimates"— this is inappropriate because the information in this report must be actual dollars.

Quick Reference for Federal Government Prime Contractor's filing a Summary Subcontract Report (SSR) for a "Commercial Subcontracting Plan"

Quick Reference #10: Understanding the SSR Commercial Subcontracting Plan data fields (continued)

Contractor Official Who Administer Subcontracting Program: Enter the name and contact information (telephone number and email address) for the individual who administers the contractor's Small Business Subcontracting Program.

Certification: This is a testament that the data being submitted on the report is accurate and that the dollars and percentages reported do not include lower tier subcontracts (except as set forth for ANC and Indian tribes for more information visit <http://www.arnet.gov/far/facframe.html> see FAC 05-019). If you select "No" your report will be rejected.

Chief Executive Officer (CEO): Enter the full name and title of the CEO for the company submitting this report. Also enter the date the report is signed by the CEO, or the senior-most person of the entity submitting this report (such as the President of a University). No delegation of authority is accepted.

CEO Approval: This is a self-certification that the individual in the CEO field of this report will sign a paper print-out of the report and that the report will be kept on file. If you select "No" your report will be rejected.

Administering Info: Enter the name and contact information for the individual who is responsible for the contractor's compliance with its subcontracting plan.

Please enter the email address of the Government employee(s) and/or other person(s) to be notified that you have submitted this report: By listing this e-mail address, a notification will be sent to listed parties advising them that a subcontracting report is in eSRS for their review. The Federal Government Agency will not be notified via email unless you enter a notification e-mail address.

- The awarding agency may have given you an email address for which to submit this report. If so, enter that email address here.
- If the Federal Government Agency that awarded you a contract has not provided this information, contact them immediately.

Quick Reference #11: How do I correct a report that was previously submitted?

Contact your Federal Government Agency and inform them of the error. They will **"Reject"** or **"Reopen"** the report depending on the report status at the time.

- If the report is **"Pending"** than the report will be **"Rejected"**
- If the report has been **"Accepted"** than the report will be **"Reopened"**

The report will then be sent back to the contractor's eSRS account, so that they can make the necessary changes.


Quick Reference for Federal Government Prime Contractor's filing a Summary Subcontract Report (SSR) for a "Commercial Subcontracting Plan"

Quick Reference #12: Who to contact when in need of assistance:

- Contact the Federal Government agency that awarded the contract for questions, concerns or issues pertaining to the subcontracting plan and filing or reviewing subcontracting reports.
- If the information pulled from your DUNS# is incorrect, contact the CCR Assistance Center at 1-888- 227-2423.
- For training and subcontracting policy questions contact the SBA Commercial Marketing Representative (CMR) for your area/state. You may locate your CMR's contact information at http://www.sba.gov/aboutsba/sbaprograms/gc/contacts/gc_cmr.html .

Quick Reference #13: eSRS Helpdesk

eSRS Helpdesk only handles technical questions/concerns/issues pertaining to the eSRS system.
The helpdesk will not assist you with subcontracting questions, concerns, or comments.

- The link for the eSRS helpdesk is located at www.esrs.gov in the bottom left-hand corner of any screen.
- eSRS **registration and system functionality** issues/concerns and/or comments should be e-mailed to the "eSRS technical helpdesk"; be sure to click ☐ **Technical** when filling out the data form.
- Question on understanding the eSRS **data fields** click on the help button located at the top of the field  **help** or send an e-mail to eSRS non-technical helpdesk; be sure to click ☐ **Non-technical** when filling out the data form.
- For all other concerns, contact Integrated Acquisition Environment at integrated.acquisition@gsa.gov.



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summary subcontract reports

Friday, July 13, 2007 | 5:29 pm

SUMMARY SUBCONTRACT REPORT

1. Type of Plan:

commercial

2. DUNS #:

123456789

3. Corporation, Company or Subdivision Covered:**a. Vendor Name:**

ABC Company

b. Vendor Physical Address:**Street Address:**

3015 Valky Drive

City:

Dickinson

State:

Texas

Zip+4:

77539

Country:

United States

c. Vendor Mailing Address:**Street Address:**

3015 Valky Drive

City:

Dickinson

State:

Texas

Zip+4:

77539

Country:

United States

4. Date Submitted:July 13, 2007

5. Contact Information:Test User

6. Reporting Period::

Oct 1 - Mar 31

a. Year:2007

7. Report Submitted As:prime contractor

8. Contractors Major Products or Service Lines:**a. Product or Service #1:**

123456789

i. NAICS Code # 1:click [here](#) for description of naics codes123

CUMULATIVE FISCAL YEAR SUBCONTRACT AWARDS

	Whole Dollars		Percent
1a. SMALL BUSINESS CONCERNS	Agency	Dollars	50
	ARMED FORCES RETIREMENT HOME (AFRH)	100.00	
	COMMERCE, DEPARTMENT OF (1300)	100.00	
	Total	200.00	
1b. LARGE BUSINESS CONCERNS	Agency	Dollars	50
	ARMED FORCES RETIREMENT HOME (AFRH)	100.00	
	COMMERCE, DEPARTMENT OF (1300)	100.00	
	Total	200.00	
1c. TOTAL	Agency	Dollars	100
	ARMED FORCES RETIREMENT HOME (AFRH)	200.00	
	COMMERCE, DEPARTMENT OF (1300)	200.00	
	Total	400.00	

	Whole Dollars		Percent
2. SMALL DISADVANTAGED BUSINESS (SDB) CONCERNS	Agency	Dollars	25
	ARMED FORCES RETIREMENT HOME (AFRH)	50.00	
	COMMERCE, DEPARTMENT OF (1300)	50.00	
	Total	100.00	
3. WOMEN-OWNED SMALL BUSINESS (WOSB) CONCERNS	Agency	Dollars	25
	ARMED FORCES RETIREMENT HOME (AFRH)	50.00	
	COMMERCE, DEPARTMENT OF (1300)	50.00	
	Total	100.00	
4. HISTORICALLY BLACK COLLEGES AND UNIVERSITIES (HBCU) AND MINORITY INSTITUTIONS (MI)	Agency	Dollars	25
	ARMED FORCES RETIREMENT HOME (AFRH)	50.00	
	COMMERCE, DEPARTMENT OF (1300)	50.00	
	Total	100.00	

5. HUBZone SMALL BUSINESS (HUBZone SB) CONCERNS	Agency	Dollars	25
	ARMED FORCES RETIREMENT HOME (AFRH)	50.00	
	COMMERCE, DEPARTMENT OF (1300)	50.00	
	Total	100.00	
6. VETERAN-OWNED SMALL BUSINESS CONCERNS	Agency	Dollars	0
	ARMED FORCES RETIREMENT HOME (AFRH)	0.00	
	COMMERCE, DEPARTMENT OF (1300)	0.00	
	Total	0.00	
7. SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS CONCERNS	Agency	Dollars	0
	ARMED FORCES RETIREMENT HOME (AFRH)	0.00	
	COMMERCE, DEPARTMENT OF (1300)	0.00	
	Total	0.00	

8. Specify agencies to which you are submitting this report and percentages of dollars attributable to each:

Agency	Percentage	Approver
ARMED FORCES RETIREMENT HOME (AFRH)	50%	✓
COMMERCE, DEPARTMENT OF (1300)	50%	

9. Remarks:

This is a test report.

10. Contractors Official Who Administers Subcontracting Program:

a. Name:

John Doe

b. Title:

Contracting Officer

c. Phone Number:

2025551212

11. Certification:

Yes

12. Chief Executive Officer:**a. Name:**

Mark Sample

b. Title:

CEO

c. Date:July 13, 2007

13. CEO Approval:Yes

14. Please enter the email address of the Government employee(s) and/or other person(s) to be notified that you have submitted this report.:testgovt@deptag.gov
